



UNCLASSIFIED

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or Human Resources office.

1. Agency Name Kansas Department of Commerce		9. Position # K0237622		10. Working Title CDBG Program Manager		Agency Number 300	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Program Manager			Position Number K0237622
3. Division Community Development Division				12. Proposed Class Title (if requesting reallocation)			
4. Section CDBG Program		For use by Human Resources Office	13. Allocation				
5. Unit			14. Effective Date	13a. FLSA Status <input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt			
6. Location (address where employee works) City Topeka County Shawnee			15. By	Approved			
7. (check appropriate time) <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Reg. <input type="checkbox"/> Part time (____%) <input type="checkbox"/> Temp.			16. Audit Date: By: Date: By:				
8. Regular hours of work: From: 8:00am To: 5:00pm		17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Kayla Savage	Division Dir., Community Development	K0241207

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Kayla Savage	Division Dir., Community Development	K0241207

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.
Complete latitude is afforded employee in completion of duties and responsibilities assigned to this position. This employee has the responsibility for reviewing the broad federal guidelines and making recommendations to the public service executive and department administration the means by which the State program can achieve the legislative intent, maximize the affect of federal fund utilization, alternative fund usage and possible results of proposed changes.

21. Describe the work of this position using the page or one additional page only. Use the following format for describing job duties:

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify essential (E) or marginal (M) functions.

1. 25% E Supervises professional, technical, and administrative staff responsible for attaining the federal and state CDBG program goals and objectives. Plans, assigns, reviews and evaluates the performance of program personnel; schedules training as needed; initiates hiring, dismissal, and other personnel actions for CDBG staff.
2. 25% E Conducts regular meetings with staff to evaluate and monitor progress toward established priority outcomes. Arranges technical assistance to local governments, private companies, and individuals assuring grantee knowledge, success, and compliance. Monitors and evaluates program effectiveness against established performance measures.
3. 20% E Gathers data, reviews information with staff, takes corrective action to ensure performance measures are achieved, or makes recommendations to the Division Director regarding adjustments to performance measures. Coordinates responses for Division Director to requests for information from outside agencies and the Legislature.
4. 20% E Reviews and analyzes federal and state laws and regulations relating to the CDBG program. Represents the Division in areas relating to the program at workshops, seminars, conferences, and other meetings with private and public officials. Directs comprehensive financial auditing throughout the life of projects to verify project achievements and compliance with applicable federal and state laws and regulations covering grant funding activities. This same responsibility is applicable to projects funded by cities/counties with funds generated by repayment of grant awards (i.e. program income) loaned to businesses for expansion or start-up projects.
5. 10% E Assists the Division Director in developing the annual administrative budget for the CDBG program and monitoring expenditures to assure adherence to budgetary constraints, and performs other duties as assigned by the Division Director.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
☒ Plans, staffs, evaluates, and directs work of employees of a work unit.
☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Economic Dev Represent II	K0109981
Senior Administrative Assistant	K0124087
Program Consultant	K0230581
Program Consultant	K0232640
Program Consultant	K0239703
Program Specialist	K0242289

23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
☒ Major program failure, major property loss, or serious injury or incapacitation.
☐ Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to comply with federal and state regulations would result in possible federal fiscal sanctions or litigation seeking monetary remuneration.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts with city and county personnel, regional development organizations, businesses, the agency, and other state agency employees, attorneys, businessmen and women, and community economic development personnel

25. What hazards, risks or discomforts exist on the job or in the work environment?

Risks associated with a normal office environment. Additional risks may be associated with travel in a state vehicle.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily - Calculator, Personal Computer, Microsoft Office Professional Software (Word, Excel, PowerPoint, Access), Printer, Telephone, copier, CRM and IDIS federal system.
As Needed – State Vehicle

PART III - To be completed by the supervisor or Human Resources office

27. A. List the Minimum Requirements (minimum qualifications) as stated in the state's official Class Specification. If the Class Specification has a "substitution statement", it must be replaced by whatever the agency deems to be an acceptable substitution (see the HR office for assistance). If no substitution is acceptable, then the substitution statement must be deleted.

Minimum Requirements/Qualifications:

- Possess a bachelor's degree
- Have 5 or more years of experience in the Community Development Block Grant program; managing and supervising a team; and administering financial, physical, and informational resources.
- Ability to plan, assign, and supervise the work of others.
- Ability to communicate regulatory language effectively to constituents in various situations both orally and in writing.
- Ability to proactively establish and maintain satisfactory working relationships with constituents, city and county officials, regional planning commissions, administrative officials, community organizations, and the public.
- Ability to identify and analyze problems and to select, implement, and evaluate solutions, balancing regulation with policy and solutions with internal and external constituents.
- Experience with federal and state reporting systems, Excel, Access, Microsoft Office, Outlook, DocuSign, and other computer applications.
- Hold and maintain a valid Kansas Driver's License with Real ID.
- Travel as necessary for meetings, trainings, and project reviews.

B. List any Preferred Qualifications that a well-qualified candidate (or incumbent) should have.

Preferred Qualifications:

- Knowledge and experience in business management or operations; marketing; public relations; public administration; professional writing and communication; compliance; research and policy analysis; grant writing and grant management; budget preparation; and program evaluation.
- Experience developing and delivering training programs to the general public.
- Be able to work quickly and efficiently, focus in an office environment, and be highly responsive to quick deadlines.
- Experience with Salesforce.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date